

## Compensation And Benefits

### *Salary*

The monthly salary range for this unclassified management position is \$6,373 to \$7,747 paid biweekly (26 pay periods annually). A longevity increase of five percent is added to the salary after five years are obtained at the top step. In addition, the County offers an attractive benefits package, which includes:

### *Supplemental Compensation*

The County provides \$1,500 per calendar year in supplemental compensation to be utilized in the following ways: to pay for health and/or dental deductibles and co-pays, to pay for dependent care expenses, cash (this is considered taxable income), or in contributions to a 401 (k) plan.

### *Retirement Plans*

Employees are covered by Social Security and the Public Employees' Retirement System (PERS). The County's PERS Retirement formula is 2.5% at age 55, Local Miscellaneous with the County paying 7.0% of the employee's 8.0% contribution. The County reports the value of the contribution to PERS as special compensation. Employees may contribute to both a 457 deferred compensation plan and a 401(k) plan.

### *Annual Leave*

The County provides management employees 72 hours of management leave to be used as time off or the hours can be cashed out. A competitive vacation and sick leave package and twelve (12) paid holidays per year is also provided. Additional hours of management leave are available based on annual salary using an established formula.

### *Health Insurance*

Health coverage is available through CalPERS with the County paying a major portion of the cost for the employee as well as dependents. The County contributes the same premium contribution for retirees as active employees.

### *Dental and Vision Insurance*

Dental and vision insurance are fully paid by the County for the employee; dependent dental and vision coverage is also available. Dental coverage for the employee continues in retirement.

### *Life Insurance*

A fully paid double indemnity life insurance policy of \$50,000 is provided by the County for the employee, which converts to a \$25,000 policy upon retirement from the County with ten or more years of service. An accidental death policy of \$10,000 is also fully paid by the County.



## Application Process

To be considered for this excellent career opportunity, please submit a completed application for employment and typewritten responses to the supplemental questions by 5:00 p.m. Friday, December 10, 2004.

Please note: Resumes will not be accepted in lieu of a Placer County Application for Employment. Applications received without typewritten responses to the supplemental questions will not be considered. Application materials can be obtained on our Web site at [www.placer.ca.gov/personnel](http://www.placer.ca.gov/personnel) or by calling the job line at (530) 889-4070. Submit your application materials to:

**Placer County Personnel Department**  
**175 Fulweiler Avenue**  
**Auburn, CA 95603**  
**(530) 889-4070**

An application appraisal screening will be conducted to select a reasonable number of the best-qualified candidates, who will be invited to an oral examination. The examinations, tentatively scheduled for the week of **January 3, 2005**, will be used to appraise the education, experience, and personal qualifications of each best-qualified applicant. Appointment to this position will be contingent upon successful completion of a post-offer/pre-employment physical examination.



**PERSONNEL  
DEPARTMENT**  
**175 Fulweiler Avenue, Rm. 505**  
**Auburn CA 95603**  
**Telephone: (530) 889-4060**  
**Job Line: (530) 889-4070**  
[www.placer.ca.gov/jobs](http://www.placer.ca.gov/jobs)

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer. All hiring and employment decisions will be made without regard to sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), or marital status. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

THE COUNTY OF PLACER HAS A NO SMOKING POLICY  
FOR ALL COUNTY FACILITIES.

## THE COUNTY OF PLACER, CALIFORNIA

*Invites Applications for the Position of*



## TAHOE MANAGER County Executive Office

*(Unclassified Management)*  
**(Principal Management Analyst)**



*Salary: \$6,373 - \$7,747 monthly*  
**Final filing date: 5:00 p.m. Friday, December 10, 2004**



# Placer County

*One of the Fastest Growing Counties in California*

Placer County is a delightful place to live. Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, Placer County’s quality of life is key to its attractiveness. Auburn, the County seat, is nestled above the fog line in the Sierra Nevada foothills and is considered the gateway to some of the finest and most picturesque outdoor recreation areas in northern California.

## Recreational Activities

Recreational opportunities abound in Placer County. There are water sports of all types on crystal lakes, which dot the County’s landscape. Whitewater recreation is very popular on both the North and Middle forks of the American River, with Class II, III, and IV runs. Game fishing ranging from trout to bass is available to sports enthusiasts. Equestrian and mountain bike trails meander across the County for hundreds of miles, and backpacking is a popular activity in the Tahoe National Forest, Wildlife Areas, and the Auburn State Recreational Area. Placer County is also home to world-renowned ski resorts, including Squaw Valley, Alpine Meadows, Sugar Bowl, and Northstar at Tahoe.

## The Department/Position

The Tahoe Manager—an unclassified position—is in the County Executive’s Office and will support its mission to implement Board policies and priorities, provide organizational direction and leadership, coordinate strategic and regional planning efforts, and foster efficient and effective management of the County’s workforce and its activities.

This position is unique and key to the County as it is assigned to provide coordination of issues, services, oversight and administrative support to the County Executive’s Office (CEO) in North Lake Tahoe.

The Tahoe Manager will act as the primary liaison between the County Executive Office and Department Heads and will be responsible for monitoring and coordination between departments and public agencies in the Tahoe area. Working closely with county departments, the incumbent will provide coordination and direction to foster peak performance and communication on eastern Placer County issues and projects, including transportation, transit, environmental mitigation, land use planning, redevelopment and economic development.

This position will also be responsible for working with and coordinating a variety of land use and public policy issues with local, state and federal agencies, private non-profit agencies and private businesses.



The incumbent may represent the County Executive Office on a variety of Boards and Committees. Among others, the Tahoe Manager may attend meetings representing the County and/or may hold seats on regional boards and committees such as:

- North Lake Tahoe Resort Association Board;
- North Lake Tahoe Resort Association Transportation Committee;
- North Lake Tahoe Resort Association Infrastructure Committee;
- Truckee North Tahoe Transportation Management Association Board;
- Tahoe Transportation District Board;
- Basin Executive Committee; and
- Other state, federal and regional committees as needed to facilitate Placer County’s interests.

The Tahoe Manager will work closely with appointed and elected officials and will coordinate the support of the CEO, department heads and staff to the Board of Supervisors on issues and projects affecting the District. In addition, this position will be responsible for cooperative efforts with regional government staff and directors to implement effective programs that benefit residents and visitors while protecting, preserving, and mitigating impacts on the environment. As the County’s primary coordinator with the North Lake Tahoe Resort Association, the incumbent will prepare position papers, and will manage and monitor agreements, budgets and other financial aspects of the Resort Association and the collection and allocation of Transient Occupancy Taxes.

## Minimum Education & Experience

The minimum requirements for this position include:

**EXPERIENCE:** Five years of increasingly responsible experience in public administration, or administrative analysis including two years of supervisory responsibility.

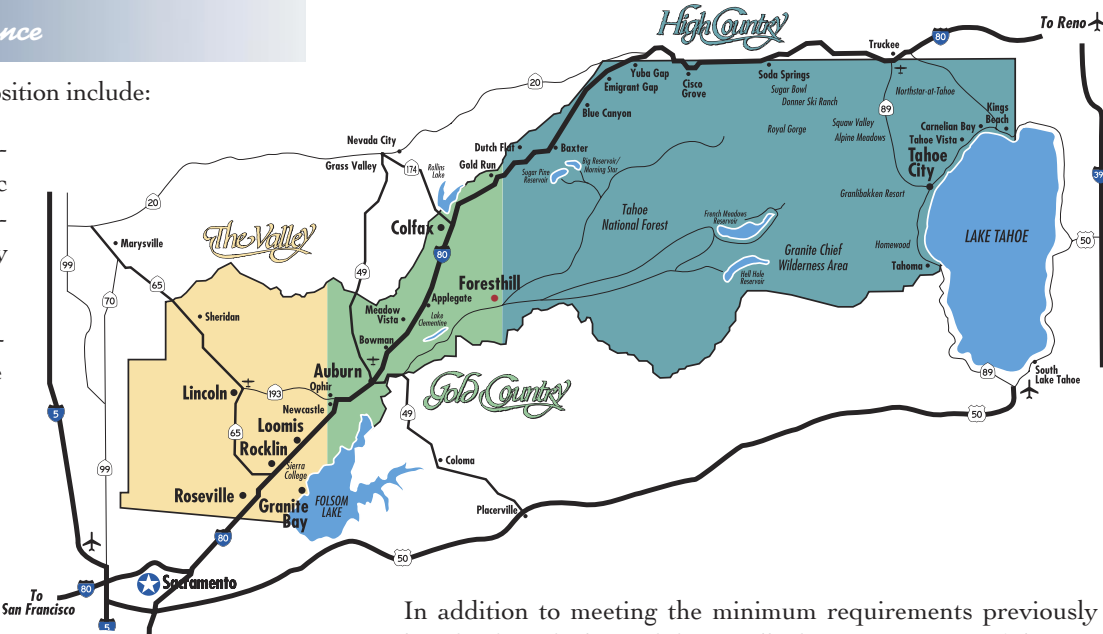
**TRAINING:** Equivalent to a bachelor’s degree from an accredited college or university with major course work in business or public administration, political science, or a related field such as economics, finance, planning, or community development.

**LICENSE/CERTIFICATE:** Need to possess a valid California driver’s license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

A complete job description is available on our website at <http://www.placer.ca.gov/personnel/job-descriptions.htm> or upon request by calling (530) 889-4060.

## The Ideal Candidate

The preferred candidate will have a combination of administrative and planning experience in a public agency’s Administrative Office, Planning, Community Development, Public Works or similar department.



In addition to meeting the minimum requirements previously listed, the ideal candidate will demonstrate an ability to work independently, and have excellent communication and leadership skills. The preferred candidate must possess the skills and ability to prepare, manage, analyze and monitor contracts, budgets, program plans and policy documents; and possess familiarity with the land development process and with Tahoe Regional Planning Agency’s policies, regulations, and programs. Preference will be given to those candidates who possess an in depth knowledge of Eastern Placer County issues, demonstrate the ability to effectively interact with all stakeholders including local, state, federal, and regional government agencies, community interests and business groups; and who demonstrate strong leadership skills and abilities.

## Supplemental Questions

Be sure to answer the questions completely and accurately. Please limit your responses to no more than two typewritten pages per question and include your name on each page submitted.

1. Placer County is one of the fastest growing counties in California. Describe your experience working with land use issues related to managing growth. In your answer, include the following:
  - Your knowledge and understanding of the land development process;
  - Your role in understanding and analyzing relevant land use issues;
  - Your specific duties and responsibilities including your reporting relationship with policy makers;
  - Your role in implementing and managing policy decisions related to land use issues; and

Include any experience/familiarity you have with agencies external to the County (e.g. Tahoe Regional Planning Agency).

2. Land use planning, economic development, and preservation of a very desirable quality of life are issues of concern to those who live in the Lake Tahoe area and represent the most controversial issues between stakeholder groups. If

selected to serve as the Tahoe Manager, what steps would you take to become better acquainted with these issues and the stakeholder groups?

3. Describe an experience in which you managed a project or program that required exceptional communication skills, a significant amount of independence and an opportunity to provide leadership. In your answer, include a description of the project or program and the following:
  - Your role and responsibility;
  - The organizational scope and sponsor of the project;
  - The project duration and number of team members;
  - The automated tools you used to track the project; and
  - Whether the project was successful or not, and why.
4. Describe the steps you would take to prepare, manage and monitor a budget. In your answer, include a description of a budget that you have been responsible for managing, identify the size of the budget, amount and type of funding sources, and your specific role in the preparation, management, and monitoring of this budget. Also, describe your experience with contract preparation, negotiation, funding, and ongoing contract administration.